

## AR 4235 CREDIT FOR PRIOR LEARNING

*The College will review its credit for prior learning policy every three years, publish in college catalog and report particular findings specified in Title 5 Section 55050 subdivision (l) to the California Community Colleges Chancellor's Office.*

*Credit may be awarded for prior experience or prior learning only for individually identified courses with subject matter similar to that of the student's prior learning, and only for a course listed in the catalog of the College. Awarding of credit may be made to electives for students who do not require additional general education or program credits to meet their goals.*

**No fees, not counted as enrolled units, etc (what matches them all here?)**

Credits acquired by examination shall not be counted in determining the 12 semester units of credit in residence required for an Associate degree.

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Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

1. Achievement of a satisfactory score of 3 or higher on an Advanced Placement (AP) examination.
2. Achievement of a satisfactory score of 5 or higher on a high level International Baccalaureate (IB) examination.
3. Achievement of a satisfactory minimum score on the College Level Examination Program (CLEP).
4. Assessment approved and administered by proper authorities of the College. See AR 4350/4100 Graduation requirements
5. Evaluation of Joint Service Transcripts (JST). See AR 4350/4100 Graduation Requirements
6. Satisfactory evaluation of industry recognized documentation
7. Satisfactory evaluation of student-created portfolios
8. Achievement of an examination administered by other agencies approved by the College
9. Satisfactory completion of an examination administered by the College in lieu of completion of a course listed in the College catalog.

### Determination of Eligibility to Receive Credit by Examination for Prior Learning

- The student must have previously earned credit or noncredit from the College or be currently enrolled in the College ?????
- The course is listed in the current College catalog
- The student is not currently enrolled in the course in question
- The student has not received satisfactory credit for a more advanced course in the same subject (may be waived by department)
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, financial aid or Social Security benefits. (add bullet: not counted in enrolled units for the term)

## Prior Learning Assessment Grading Policy

- Students shall be offered a “Pass/No Pass” option, in accordance with Administrative Regulation 4230 Grade Entries, if that option is ordinarily available for the course
- Students shall be given the opportunity to accept or decline the notation on the transcript.  
Depends? Sometimes only units awarded i.e. AP

## Transcription of Credit for Prior Learning

- The student’s academic record shall be clearly annotated to reflect that credit was earned by assessment/evaluation of prior learning (credit by exam)

### 1. Credit for Advanced Placement (AP) Exams

- a. Students may receive credit for AP exams as approved by the Curriculum Committee and published in the college catalog.
- b. In order to receive AP credit, an official AP Score Report sent directly from the College Board must be submitted to the Admissions and Records Office.
- c. Once records are verified and eligibility determined, the student’s transcript shall be annotated to reflect that course credit was earned by examination. No grade will be given.
- d. AP exam results may be used to determine a student’s eligibility in select courses for placement purposes.
- e. Credit awarded through AP exams may be used to satisfy SMC degree, area of emphasis, IGETC, or CSU-GE breadth requirements, as approved by the Curriculum Committee.
- f. An acceptable AP score for IGETC or CSU GE equates to what is listed in the college catalog for certification purposes.
- g. Course credit will not be granted where it duplicates previous college coursework.
- h. AP credit will not apply toward financial aid eligibility nor can it be used to satisfy the 12-unit residency requirement for graduation.
- i. No fees will be charged for the processing and posting of AP credit.

### 2. Credit for International Baccalaureate (IB) Exams

- a. Students may receive credit for IB exams as approved by the Curriculum Committee and published in the college catalog.
- b. In order to receive IB credit, an official IB transcript sent directly from the International Baccalaureate Organization must be submitted to the Admissions and Records Office.
- c. Once records are verified and eligibility determined, the student’s transcript shall be annotated to reflect that course credit was earned by examination. No grade will be given.
- d. IB exam results may be used to determine a student’s eligibility in select courses for placement purposes.
- e. Credit awarded through IB examination may be used to satisfy SMC degree, area

of emphasis, IGETC, or CSU-GE breadth requirements, as approved by the Curriculum Committee.

- f. An acceptable IB score for IGETC or CSU GE equates to what is listed in the college catalog for certification purposes.
- g. Course credit will not be granted where it duplicates previous college coursework.
- h. IB credit will not apply toward financial aid eligibility nor can it be used to satisfy the 12-unit residency requirement for graduation.
- i. No fees will be charged for the processing and posting of IB credit.

### **3. Credit for College Level Examination Program (CLEP)**

Santa Monica College students are permitted to earn units of college credit under the College Level Examination Program (CLEP), a standardized national testing program.

- a. Students may receive credit for CLEP exams as approved by the Curriculum Committee and published in the college catalog.
- b. In order to receive CLEP credit, an official CLEP score report sent directly from the College Board must be submitted to the Admissions and Records Office.
- c. Once records are verified and eligibility determined, the student's transcript shall be annotated to reflect that course credit was earned by examination. No grade will be given.
- d. CLEP exam results may be used to determine a student's eligibility in select courses for placement purposes.
- e. Credit awarded through CLEP examination may be used to satisfy SMC degree, area of emphasis and CSU-GE breadth requirements, as approved by the Curriculum Committee.
- f. An acceptable CLEP score for CSU GE equates to what is listed in the college catalog for certification purposes.
- g. Course credit will not be granted where it duplicates previous college coursework.
- h. A maximum of 30 units of credit may be earned for CLEP examinations.
- i. CLEP credit will not apply toward financial aid eligibility nor can it be used to satisfy the 12-unit residency requirement for graduation.
- j. No fees will be charged for the processing and posting of CLEP credit.

### **4. Satisfying SMC graduation requirement by Assessment ?**

These are outlined in AR 5050/4350/4100 to meet graduation requirements

- a. An acceptable score on an approved assessment administered by proper authorities of the College.
- b. No units will be earned
- c. No fees will be charged for the assessment(s) and posting.

### **5. Credit for Military Service/Training**

**Veteran students or an active-duty member of the Armed Forces** interested in Credit for Prior Learning using Joint Service Transcripts shall receive an evaluation for credit as recommended by the American Council on Education (ACE) and approved by the appropriate discipline faculty of the College under the following circumstances: See AR

## 4100/4350 Graduation Requirements (see section on page 8 from AR 4350)

- a. The student shall complete the Credit for Prior Learning **assessment** petition available in the Counseling Office ???
- b. Students with official Joint Services Transcript containing courses that have been evaluated by the American Council on Education with full descriptions and credit recommendations, the College may grant course credit for California Intersegmental General Education Transfer Curriculum, California State University General Education Breadth, or local community college general education requirements, as appropriate for the student's needs, in a course with subject matter similar to that of their military education, training, and service
- c. Credit course equivalency shall be determined by the faculty of the appropriate discipline
- e. No fees will be charged for the processing and posting of credit.

Procedures that require that a student, upon completion of their educational plan (a) pursuant to Education Code Section 78212, shall be referred to the College's appropriate authority for assessment of prior learning if the student is a veteran or an active-duty member of the armed forces, holds industry-recognized credentials, or requests credit for a course based on their prior learning. should this be (d)?

### 6. Credit for Industry Recognized Documentation

Students interested in having an evaluation for Credit for Prior Learning using industry recognized documentation or credentials shall receive credit as recommended by the appropriate department chair or faculty designee:

- a. The student shall complete the Credit for Prior Learning **assessment** petition available in the Counseling Office ???
- b. Admissions and Records shall grant credit for industry recognized documentation that has already been evaluated and approved by the appropriate department chair or faculty designee
- d. If an industry recognized document has not yet been evaluated and approved by the appropriate faculty:
  - o The student must meet with the department chair or faculty designee to receive further instructions for industry recognized documentation **evaluation assessment? Procedures by department**
- e. No fees will be charged for the processing and posting of credit.

### 7. Credit for Student-Created Portfolio

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- a. A department approved portfolio assessment rubric for the course is on file
- b. The student must complete the Credit for Prior Learning **assessment** petition available in the Counseling Office ??

- c. The student must meet with the department chair or faculty designee to receive further instructions for student-created portfolio assessment **evaluation?**
- d. The student must submit all portfolio documents to the department chair or faculty designee for assessment of prior learning
- e. If the department chair or faculty designee determine the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate **grade** and forward it to the Admissions Office to be kept on file and recorded on the student transcript **Procedures**

## 8. Credit for a Satisfactory Achievement of an External Examination

- a. Students may receive credit for a satisfactory score on an approved examination administered by other agencies if approved by the College.
- b. In order to receive credit, an official score report sent directly from the Agency must be submitted to the Admissions and Records Office.
- c. Once records are verified and eligibility determined, the student's transcript shall be annotated to reflect that course credit was earned by examination. No grade will be given.
- d. Departments utilizing exams created by other agencies shall abide by the regulations of those agencies.
- e. Exam results may be used to determine a student's eligibility in select courses for placement purposes.

## 9. Credit by Examination from Within the College ?????

**opportunity for Modern Language Dept?**

The Department chair or faculty designee shall determine whether or not a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work and/or experience. **See AR 4314 Credit by Examination (use rubric )**

Students wishing to take a course through Credit by Examination are encouraged to informally discuss the matter with the department chair or faculty designee and instructor prior to initiating the formal process. All steps must be completed in the order listed or the Petition for Credit by Examination shall not be processed. The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

The College will award college course credit for successful completion of a College examination administered by the appropriate departmental faculty under the following circumstances:

- Credit by satisfactory completion of an examination administered by the College in lieu of completion of a course listed in the College catalog

➤ **The College Credit by Examination Process:**

In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination. ????

Upon completion of an **education plan?**, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

*Other limits on student and course eligibility for credit by examination. ??? Transfer, Major*

➤ **The Credit by Examination Procedures:**

- Student shall complete the Credit for Prior Learning **assessment** petition available in the Counseling Office ???
- Student meets with the department chair or faculty designee further instructions for Credit by Examination
- If the department chair or faculty designee determine the Credit by Examination assessment measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade and forward to the Admissions office to be kept on file and recorded on the student transcript. **Procedures**
- Completed exam materials must remain on file with the department for three years

*\*Students will have an opportunity to accept, decline or **appeal decisions?? (of not being allowed to take credit by exam) ??** related to the award of credit, and in the cases of credit by examination, pursuant to Title 5, Sections 55021 and 55025.*

*Limits on the number of units that may be applied to the Associate degree. ?????*

Office of Primary Responsibility: Instructional Services

Reviewed: October 14, 2020

**References:**

Education Code Sections; 66025.71, 66700, 70901, 70902 and 78212  
Title 5 Sections 55002, 55021, 55023, 55025, 55050 and 55052

Revised Palomar: 3/23/10; 12/4/18; 11/19/19

**AR 4314 Credit by Examination New AR#4235 Credit for Prior Learning**

*(Former AR #4314 and AR#4314.1 being folded into AR 4335)*

**SHALL WE USE SOME OF THIS BELOW ????**

Students currently enrolled at Santa Monica College may receive credit by examination in four ways as stipulated in this regulation and AR 4111.4. (New AR #5050) Said credit may be applied toward a local degree or certificate of achievement, as appropriate. Students should be aware that other colleges and universities may limit the use of credit by examination. Students are urged to consult with the college or university of interest.

## 1. SMC Credit by Exam

In order to receive credit, the following conditions must be met:

- a. The student must be enrolled and in good standing at Santa Monica College during the semester in which the exam is taken.
- b. Prior to the semester in which the exam is taken, the student will have successfully completed at least six units of credit at Santa Monica College.
- c. The student may not take an exam in a course in which the student has previously enrolled.
- d. A given exam may be taken only once.
- e. A maximum of 18 units of credit by exam may be attempted at Santa Monica College. A maximum of 15 units of credit by exam may be completed at Santa Monica College.
- f. Credit will not be allowed for a course at a lower level than a course for which credit has been previously earned either at Santa Monica College or another accredited college or university in the United States or a recognized institution abroad.
- g. A list of departmentally approved courses for which a student may receive credit by exam shall be filed with the Curriculum Committee and published in the college catalog.
- h. Students must notify the College of their intent to take the exam by the end of the third week of the semester during which the exam is to be taken. The exam will be given by the end of the eighth week of the semester. ????
- i. Departmental exams will be given only during the Fall and Spring semesters and must be administered by a faculty member designated by the faculty chair or administrator. Interesting?
- j. Departments utilizing exams created by other agencies shall abide by the regulations of those agencies.
- k. Units earned through credit by exam will not apply toward the 12-unit residency requirement for a degree at Santa Monica College.
- l. Courses for which credit is received by exam will count toward units completed only and will not be included in the calculation of the student's grade point average.
- m. Credit earned by exam will be posted to the student's transcript at the end of the semester during which the credit was received.

2. **College Level Examination Program (CLEP)** (copied)

3. **Advanced Placement (AP) Exams** (copied)

4. **International Baccalaureate (IB) Exams** (copied)

## **From AR 4350 Graduation Requirements**

### **Military Service Credit (only a section of regulation)**

- a. Basic Service Credit: Service credit may be used in fulfillment of graduation requirements. Separation papers (DD214) indicating dates of entrance and separation must be provided to the Admissions and Records Office to determine the number of units SMC will award. A maximum of 9 units may be awarded on the basis of service alone:
  1. 5 units for basic training
  2. Up to 4 units based on service time (1 unit for each six months of service time).
    - of these 9 units satisfy the Area E requirement for the California State University General Education Certification Pattern (CSU GE).
  
- b. Educational Experiences in the Armed Forces: Credit may be awarded in fulfillment of graduation requirements for military courses and training received while in the Armed Services, provided a recommendation for college credit has been made and recorded in the American Council on Education's (ACE). Guide to the Evaluation of Educational Experience in the Armed Services. The appropriate Admissions and Records staff will determine the applicability of said courses toward general education, and toward the major or area of emphasis in consultation with the appropriate department chair. Courses deemed not applicable toward general education or the major or area of emphasis may be used as elective units. Students must provide their DD 214 to receive Basic Service Credit and CSU GE area E credit. An official Joint Services Transcript or Air Force and Air National Guard (CCAF) Transcript is required for course specific credit. Students with military records prior to 1974 should consult with Veterans Office or Admissions Office for credit options based on other military records.

**Should this be #4235.1 or included in this AR?** Separate in my opinion

### **AR 4314.1 Credit by Examination – High School Articulation**

For purposes of this section, the term "High School Articulation" means a high school or adult education course or courses that the faculty in the appropriate Career Technical Education discipline at Santa Monica College, using policies and procedures approved by the curriculum committee established pursuant to Title 5 section §55002, have determined to be comparable to a specific community college course.

1. Before taking the high school articulated class credit by exam
  - a. A list of approved high school articulations shall be available from the SMC Academic Affairs office.
  - b. In order to receive credit, a student must achieve the designated requirements outlined in the high school articulation agreement established by the SMC department, high school faculty and Academic Affairs.



- c. The high school articulation credit by exam includes written, oral, or skill tests or a combination of all three as determined appropriate by the department that has established the high school articulation.
- d. Prior to receiving high school articulation credit, a student must complete the SMC application, be in good academic standing at Santa Monica College and successfully complete the credit by exam requirements.
- e. Each high school articulated class may be challenged by exam only once.

2. Obtaining credit for the high school articulated class after completing the credit by exam

- a. A maximum of 18 units of credit by exam may be attempted at Santa Monica College. A maximum of 15 units of credit by exam may be completed at Santa Monica College.
- b. A student must submit the required paperwork for credit by exam to the SMC Academic Affairs office within 90 days of the completion of the high school articulated course.
- c. Once records are verified and eligibility determined, the student will receive appropriate units for the high school articulated class. No grade will be given and the units will be posted on the transcript with a “credit by exam” notation.
- d. Units awarded through a high school articulation credit by exam may be used to satisfy SMC degree, Certificate of Achievement, and Departmental Certificate requirements if the equivalent SMC course meets the requirement. However, credit may not be transferable to a four-year college or university.
- e. High school articulation units will not apply toward financial aid eligibility nor can they be used to satisfy the 12-unit residency requirement for graduation.

Approved: 11/2/10, 2/28/2017

Credit by Exam BA units applied: UCLA 18 Qtr units. CSUN 30 units exclusive of AP & IB credits

§ 55050. Credit for Prior Learning.

(a) The governing board of each community college district shall adopt and publish policies pertaining to credit for prior learning. The policies shall be transparent and accessible to all stakeholders, published at least in college catalogs. Procedures for students to attain credit for prior learning shall include, but not be limited to, credit by examination, evaluation of Joint Services Transcripts, evaluation of student-created portfolios, evaluation of industry-recognized credential documentation, and standardized exams.

(b) The governing board may grant credit to any student who satisfactorily passes an assessment approved or conducted by proper authorities of the college. For purposes of this section, “assessment” means the process that faculty undertake with a student to ensure the student demonstrates sufficient mastery of the course outcomes as set forth in the course outline of record. “Sufficient mastery” means having attained a level of knowledge, skill, and information equivalent to that demonstrated generally by students who receive the minimum passing grade in the course.

(c) The nature and content of the assessment shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee established pursuant to section 55002. The faculty shall determine that the assessment adequately measures mastery of the

course content as set forth in the outline of record. The faculty may accept an assessment conducted at a location other than the community college for this purpose.

(d) Credit may be awarded for prior experience or prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the catalog of the community college. Colleges shall consider the credit recommendations of the American Council on Education pursuant to Education Code section 66025.71. Upon a student's demonstration of sufficient mastery through an examination or assessment, an award of credit should be made, if possible, to California Intersegmental General Education Transfer Curriculum, California State University General Education Breadth, and local community college general education requirements or requirements for a student's chosen program. Award of credit may be made to electives for students who do not require additional general education or program credits to meet their goals.

(e) Credit by Examination: The determination to offer credit by examination rests solely on the discretion of the discipline faculty. A separate examination shall be conducted for each course for which credit is to be granted. Credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the community college.

(f) The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

(g) Grading shall be according to the regular grading system approved by the governing board pursuant to section 55023, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.

(h) Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

(i) A district may charge a student a fee for administering an examination pursuant to this section, provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

(j) The policies and procedures adopted by the governing board of a community college district pursuant to this section shall require that a student, upon completion of their educational plan pursuant to California Education Code Section 78212, shall be referred to the college's appropriate authority for assessment of prior learning if the student is a veteran or an active-duty member of the armed forces, holds industry-recognized credentials, or requests credit for a course based on their prior learning.

(k) The policies for assessments adopted by the governing board of a community college shall offer students an opportunity to accept, decline, or appeal decisions related to the award of credit, and in cases of credit by exam, pursuant to sections 55021 and 55025.

(l) The governing board of each community college district shall review the credit for prior learning policy every three years and report findings to the Chancellor's Office. Findings shall include data disaggregated by gender and race/ethnicity including the number of students who received credit for prior learning, the number of credits awarded per student, retention and persistence rates of students earning credit for prior learning, completion data (for certificate, degree, and transfer) for students earning credit for prior learning, and qualitative assessments by students of the policies and procedures.

(m) The governing board of each community college district shall incorporate policies pursuant to section 55052 on College Board Advanced Placement examinations and any other districtwide policies governing the award of credit for prior learning to create a comprehensive credit for prior learning policy.

(n) By December 31, 2020, the district shall certify in writing to the Chancellor of the California Community Colleges that the policies required by this section have been adopted and implemented.

66025.71.

(a) The Office of the Chancellor of the California Community Colleges, in collaboration with the Academic Senate for the California Community Colleges, shall do both of the following:

(1) By September 1, 2019, develop a consistent policy to award military personnel and veterans who have an official Joint Services Transcript containing courses that have been evaluated by the American Council on Education with full descriptions and credit recommendations, course credit for California Intersegmental General Education Transfer Curriculum, California State University General Education Breadth, or local community college general education requirements, as appropriate for the student's needs, in a course with subject matter similar to that of his or her military education, training, and service.

(2) Periodically review and adjust the policy developed pursuant to this subdivision to align it with policies of other public postsecondary educational institutions.

(b) By December 31, 2020, each community college district shall have a policy consistent with the policy developed by the chancellor pursuant to subdivision (a) to assess Joint Services Transcripts for the awarding of course credit.

(c) Each community college campus shall post on its Internet Web site the most recent policy adopted pursuant to this section.

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The California Community College

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(E) Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(2) Evaluate and issue annual reports on the fiscal and educational effectiveness of community college districts according to outcome measures cooperatively developed with those districts, and provide assistance when districts encounter severe management difficulties.

(3) Conduct necessary systemwide research on community colleges, and provide appropriate information services, including, but not limited to, definitions for the purpose of uniform reporting, collection, compilation, and analysis of data for effective planning and coordination, and dissemination of information.

(4) (A) Provide representation, advocacy, and accountability for the California Community Colleges before state and national legislative and executive agencies.

(B) In order to wholly engage in the recognition review process of an accrediting agency pursuant to subdivision (c) of Section 72208, conduct a survey of the community colleges,

including consultation with representatives of both faculty and classified personnel, to develop a report to be transmitted to the United States Department of Education and the National Advisory Committee on Institutional Quality and Integrity that reflects a systemwide evaluation of the regional accrediting agency based on the criteria used to determine an accreditor's status.

(5) (A) Administer state support programs, both operational and capital outlay, and those federally supported programs for which the board of governors has responsibility pursuant to state or federal law. In so doing, the board of governors shall do the following:

(i) (I) Annually prepare and adopt a proposed budget for the California Community Colleges. The proposed budget shall, at a minimum, identify the total revenue needs for serving educational needs within the mission, the amount to be expended for the state general apportionment, the amounts requested for various categorical programs established by law, the amounts requested for new programs and budget improvements, and the amount requested for systemwide administration.

(II) The proposed budget for the California Community Colleges shall be submitted to the Department of Finance in accordance with established timelines for development of the annual Budget Bill.

(ii) To the extent authorized by law, establish the method for determining and allocating the state general apportionment.

(iii) Establish space and utilization standards for facility planning in order to determine eligibility for state funds for construction purposes.

(B) The board of governors may enter into a direct contract with the Academic Senate for the California Community Colleges for the purpose of supporting statewide initiatives, projects, and programs within the purview of the Academic Senate for the California Community Colleges. If the board of governors elects to enter into a direct contract with the Academic Senate for the California Community Colleges, the contract shall specify the objectives and the expected outcomes of the contract.

(6) (A) Establish minimum conditions entitling districts to receive state aid for support of community colleges. In so doing, the board of governors shall establish and carry out a periodic review of each community college district to determine whether it has met the minimum conditions prescribed by the board of governors.

(B) In determining whether a community college district satisfies the minimum conditions established pursuant to this section, the board of governors shall review the regional accreditation status of the community colleges within that district.

(7) Coordinate and encourage interdistrict, regional, and statewide development of community college programs, facilities, and services.

(8) Facilitate articulation with other segments of higher education with secondary education.

(9) Review and approve comprehensive plans for each community college district. The plans shall be submitted to the board of governors by the governing board of each community college district.

(10) Review and approve all educational programs offered by community college districts and all courses that are not offered as part of an educational program approved by the board of governors.

(11) Exercise general supervision over the formation of new community college districts and the reorganization of existing community college districts, including the approval or disapproval of plans therefor.

(12) Notwithstanding any other provision of law, be solely responsible for establishing, maintaining, revising, and updating, as necessary, the uniform budgeting and accounting structures and procedures for the California Community Colleges.

(13) Establish policies regarding interdistrict attendance of students.

(14) Advise and assist governing boards of community college districts on the implementation and interpretation of state and federal laws affecting community colleges.

(15) Contract for the procurement of goods and services, as necessary.

(16) Carry out other functions as expressly provided by law.

(c) Subject to, and in furtherance of, subdivision (a), the board of governors shall have full authority to adopt rules and regulations necessary and proper to execute the functions specified in this section as well as other functions that the board of governors is expressly authorized by statute to regulate.

(d) Wherever in this section or any other statute a power is vested in the board of governors, the board of governors, by a majority vote, may adopt a rule delegating that power to the chancellor, or any officer, employee, or committee of the California Community Colleges, or community college district, as the board of governors may designate. However, the board of governors shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating power shall prescribe the limits of delegation.

(e) In performing the functions specified in this section, the board of governors shall establish and carry out a process for consultation with institutional representatives of community college districts so as to ensure their participation in the development and review of policy proposals. The consultation process shall also afford community college organizations, as well as interested individuals and parties, an opportunity to review and comment on proposed policy before it is adopted by the board of governors.

(f) (1) The board of governors shall administer the online community college established pursuant to subdivision (a) of Section 75001. In its capacity as the governing board of the online community college, the board of governors shall carry out the functions specified in Section 75003. Members of the board of governors shall receive their actual and necessary traveling expenses while on official business. Each member shall also receive one hundred dollars (\$100) for each day he or she is attending to official business.

(2) (A) The board of governors shall contract with a community college district board of trustees for purposes of establishing a separate collective bargaining agreement with employees of the online community college pursuant to the Educational Employment Relations Act established in Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code. The Chancellor of the California Community Colleges shall designate the contract community college district. Employees represented by the collective bargaining agreement established pursuant to this paragraph shall be recruited, recommended for hire, and assigned and directed by the chief executive officer of the online community college appointed pursuant to subdivision (d) of Section 75005.

(B) Notwithstanding subdivision (d) of Section 75007, the contract entered into pursuant to subparagraph (A) shall be exempt from any provision of law relating to competitive bidding, and shall be exempt from the review or approval of any division of the Department of General Services. For only the contract, or contracts, applicable to subparagraph (A) the chancellor's office shall also be exempt from the requirements of Article 6 (commencing with Section 999) of Chapter 6 of Division 4 of the Military and Veterans Code and Part 2 (commencing with Section 10100) of Division 2 of the Public Contract Code.

(C) The chief executive officer of the online college or his or her designee shall participate in the collective bargaining process pursuant to subparagraph (A).

(3) The chief executive officer of the online college shall clarify the identity of the employer of record for all staff of the online college.

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(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.

55002. Standards and Criteria for Courses.

(3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours, outside-of-class hours, and total student learning hours for the course as a whole; the prerequisites, corequisites, or advisories on recommended preparation (if any) for the course; the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline of record shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation.

§ 55021. Grading Policies.

(a) The governing board of each community college district shall establish a uniform grading policy for all colleges within the district. The policy shall be based on sound academic principles and be consistent with the requirements of this chapter.

§ 55023. Academic Record Symbols and Grade Point Average.

(g) The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or "pass-no pass" or from which the student withdrew in accordance with rules adopted by the district.

§ 55025. Grade Changes

(c) Procedures for the correction of grades shall be consistent with Education Code section 76232 or provide an alternative mechanism which will ensure that students receive a reasonable and objective review of the requested grade change. If the procedure requires the student to first request a grade change from the instructor, provisions shall be made for another faculty member to substitute for the instructor if the instructor is not available, the student has filed a discrimination complaint or the district determines that it is possible there has been gross misconduct by the original instructor.

§ 55052. Advanced Placement Examinations

The faculty in the appropriate discipline must approve advanced placement examinations,